



Indigenous and
Northern Affairs Canada

Affaires autochtones
et du Nord Canada

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to Information Act
Communiqué en vertu de la
Loi sur l'accès à
l'information

CONTRACT

PURCHASING OFFICE:


Page 1 of

Department Name Department of Indian Affairs & Northern Development
Mailing Address 10-Wellington Gatineau, Quebec K1A 0H4

CONTRACT

Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, as represented by the Minister of Indian Affairs and Northern Development, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.

Contractor:
Name QMR Consulting and Professional Staffing
Address 75 Albert Street, Ste. 906 Ottawa, Ontario K1P 5E7

INAC File No. 1000195304	
Date of Contract (YYYYMMDD) 2017-10-30	
Contract No. 4500370660	
Financial Code(s) 120 A4125-ND7A-A0000-54801	
Destination(s) of Services 10 Wellington, Gatineau, Quebec, K1A 0H4	
Invoices are to be submitted by Email to: CFObmaFINANCE@aadnc-aandc.gc.ca	
Address inquiries to: deborah.cacciato@aadnc-aandc.gc.ca	
Telephone Number (819) 956-3606	Facsimile Number (819) 953-7721
Total Estimated Cost \$112,872.40	
Applicable Taxes <input checked="" type="radio"/> Included <input type="radio"/> Excluded	
For the Minister Signing Authority Name Deborah Cacciato Signing Authority Title Senior Procurement Officer  Signature 2017-10-30 Date (YYYYMMDD)	

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s.20(1)(b)

s.20(1)(c)

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Loi sur l'accès à

CONTRACT NO. 4500370660
l'information

The Contractor's THS Supply Arrangement (SA) No. EN578-060502 and Annexes are hereby incorporated into and form part of this Contract by reference.

Requirement Summary

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

2. Classification of Personnel Required; In accordance with THS Supply Arrangement

Below is a list of the classification of personnel required to fulfill this requirement and it is in accordance with THS Supply Arrangement:

Stream 5 – Professional Services, Substream 5A – Financial Management

The following table lists the name of the THS resource; information regarding the THS requirement; and Firm hourly rates and total cost of contract.

Resource Reference	Stream number & Classification / Sub Classification	Level of Expertise	Name of Proposed Resource	No. of Hours	Firm Hourly Rate (GST/HST extra)	Total Evaluated Cost
1a	Stream 5 - Professional Services, Substream 5A – Financial Management	Senior	Cynthia Bauman			
Total Estimated Cost:						\$107,497.50
Applicable Taxes GST (5%):						\$5,374.88
TOTAL:						\$112,872.40

3. Work Location

Department of Indian Affairs and Northern Development
10 Wellington
Gatineau, Quebec
K1A 0H4

Articles of Agreement

1. Security Requirement

- 1.1 The Contractor must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian and Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 1.2 The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/ PWGSC.
- 1.3 The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- 1.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/ PWGSC.
- 1.5 The Contractor must comply with the provisions of the:
 1. THS Generic Security Requirements Check List EN578-060502-SA1 attached at Annex "C" of the Contractor's Supply Arrangement for Temporary Help Services, incorporated herein by reference.
 2. *Industrial Security Manual* (Latest Edition).

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work. THS resource(s) must meet the Minimum Mandatory Qualifications detailed in the THS Supply Arrangement for the applicable classification and level of expertise.
Classifications Table of Contents (Version 1)

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2010B (2016-04-04) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The Work is to be performed during the period from date of Contract Award to March 31, 2018.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Deborah Cacciato
Department of Indian Affairs & Northern Development
Procurement Services Section
10 Wellington, 13th Floor, Rm. 169
Gatineau, Quebec
K1A 0H4

Telephone: (819) 956-3606
Email: deborah.cacciato@aadnc-aandc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is:

Teresa Velis
Senior Analyst
Transfer Payments Advisory Service
Department of Indian Affairs & Northern Development
10 Wellington
Gatineau, Quebec
K1A 0H4

Telephone: (819) 639-0010
Email: teresa.velis@aadnc-aandc.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

QMR Consulting & Professional Staffing

75 Albert Street, Ste. 906

Ottawa, Ontario

K1P 5E7

Attention: [REDACTED] Director of Sales

Telephone: [REDACTED]

Email: [REDACTED] @qmrconsulting.com

6. Payment**6.1 Basis of Payment**

The Contractor will be paid firm hourly rates as indicated herein, for work performed in accordance with the Contract. Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

6.2 Limitation of Expenditure

1. Canada's total liability under the Contract will not exceed \$107,497.50 GST extra.
2. No increase in the total liability of Canada or in the price of Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority for the Contract, prior to their incorporation into the Work.

The Contractor will not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor will notify the Contracting Authority in writing as to the adequacy of this sum when:

- i. it is 75 percent committed, or
- ii. four (4) months prior to the Contract end date, or
- iii. If the Contractor considers the funds provided are inadequate for the completion of the Work, whichever comes first.

The above limitation of expenditure amount is included for the administrative purposes of Canada only and does not represent any commitment on the part of Canada to pay any amounts except as expressly set out in this Contract.

3. In the event that the notification refers to inadequate funds, the Contractor will provide to the Contracting Authority in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

6.3 Goods and Services Tax / Harmonized Sales Tax (GST/HST)

1. All prices and amounts of money in the Call-up/Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
2. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST and HST paid or due.

7. Method of Payment

Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work and upon presentation of invoices and any other substantiating documentation as Canada requires.

Payment by Credit Card:

Canada will pay invoices on contracts against the Supply Arrangement by:

☐ Visa
☐ Mastercard
☒ Direct Deposit

8. Audit

All costs and charges to the Contract may be verified by Canada before or after payment is made to the Contractor under the terms and conditions of the Contract.

The amount claimed under the terms and conditions of the Contract, as computed in accordance with the Basis of Payment, is subject to government audit.

Any payments made pending completion of the audit will be regarded as interim payments only and will be adjusted to the extent necessary to reflect the results of the said audit. If there has been an overpayment, it will be refunded promptly to Canada. Supporting information for each element of cost will be available and will be in sufficient detail that an in-depth audit can be performed.

9. Suitability of Services

All services rendered may be reviewed within a reasonable time from commencement of the Contract on the basis of quality and adherence to Canada's schedule and standards.

Resources assigned must be capable of performing the Contract at a level of competence considered acceptable by Canada.

Should resources be found unsuitable and the Contractor is notified within four (4) hours from the commencement of the start of his/her services, Canada will not be liable for payment to the Contractor for that period.

10. Access to Canada's Facilities

1. The Contractor resource may be required to perform the work on-site in Canada offices or off-site at the Contractors facilities, where applicable.
2. Access to the following Canada facilities, equipment, documentation and personnel may be required during the Contract period in order to perform the Work:
 - i. Designated User's premises;
 - ii. Designated User's computer systems (micro computer network);
 - iii. Documentation;
 - iv. Personnel for consultation; and,
 - v. Office space, telephones, desk space, manuals and terminals.
3. Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. The Contractor is responsible for timely identification of the need for access to the referenced facilities, equipment, documentation and personnel.
4. Subject to the approval of Canada, arrangements will be made for the Contractor to access the required facilities, equipment, documentation and personnel at the Canada's convenience.

11. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

12. SACC Manual Clauses

The following table lists the Standard Acquisition Clauses and Conditions (SACC) manual clauses applicable:

Number	Date	Description
A7017C	2008-05-12	Replacement of Specific Individuals
B9028c	2007-05-25	Access to Facilities and Equipment
A9062C	2011-05-16	Canadian Forces Site Regulations
A9068C	2010-01-11	Government Site Regulations
C0711C	2008-05-12	Time Verification
C0705C	2010-01-11	Discretionary Audit

13. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

14. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

1. the Articles of Agreement;
2. 2010B (2016-04-04) Conditions - Professional Services (Medium Complexity);
3. Annex A - Statement of Work;
4. Security Requirements Check List EN578-060502-SA1
5. the Contractor's THS Supply Arrangement (SA) No.EN578-060502;
6. the Contractor's bid dated October 10, 2017.

ANNEX A

STATEMENT OF WORK

1. BACKGROUND

Indian Affairs and Northern Affairs Canada (DIAND), Transfer Payments Advisory Services (TPAS) unit provides ongoing advisory and support services to clients, both internal and external to the Department, who are mandated to provide effective, high quality services which benefit the Indigenous communities it serves.

The TPAS unit provides advisory and support services through the ongoing development and refinement of its policies, directives, guidebooks etc., and other related activities, including the:

- Development of National Funding Agreements Models
- Development of Guidelines, Information Bulletins and Best Practices
- Enhancement of Stakeholders' Engagement
- Establishment of Funding Agreement Service Standards
- Grants and Contributions Information Management System (GCIMS)
- Integrated Management Control Framework for Grants and Contributions
- National Monitoring, Compliance and Reporting
- National Oversight on Grants and Contributions Management
- Recipient Audit Plan
- National Transfer Payment Management Training

2. REQUIREMENT

Transfer Payments Advisory Services (here on referred to as the "project authority") is seeking the services of a Financial Management Consultant.

3. TASKS AND DELIVERABLES

- The development of policies, directives and related materials in alignment with the Government of Canada initiatives pertaining to the New Fiscal Relationship with Indigenous communities;
- Inter and intra-departmental consultations on policy related initiatives; and,
- Ongoing revision and refinement of DIAND's existing policy suite pertaining to Transfer Payments management practices.
- Formulating of proposals for new government regulations, policies, directives and guidelines pertaining to Grants and Contributions management in alignment with the frameworks of Treasury Board Secretariat, Office of Auditor General, etc.
- Providing advice regarding the financial and non-financial implications of changes in the Grants and Contributions programs;
- Providing advice and guidance to management on all matters pertaining to Grants and Contributions reporting, monitoring and control;
- Providing advisory services to ensure understanding, acceptance, uniform implementation and effectiveness of new or revised financial and operational management policies;
- Promoting acceptance of new grants and contributions practices, systems and procedures;

- Coordinating TPAS responses to the reports of the Auditor General or to internal stakeholders;
- Monitoring Grants and Contributions funding agreements to ensure that all terms and conditions are met;
- Support of the policy reviews pertaining to the predictability and sufficiency of funding as well as mutual accountability of Indigenous Recipients and the Department.
- Provide timely deliverables to a quality standard acceptable to the Department such as responses to client's requests; prepare PowerPoint presentations and/or decision notes to management, provide analysis, etc.

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CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP
COMMANDE SUBSÉQUENTE À UNE OFFRE À COMMANDES POUR DE L'AIDE TEMPORAIRE

To: - À: THE ASSOCIATES GROUP OF COMPANIES TAG HR 420 O'CONNOR ST UNIT 1600 OTTAWA ON K2P 1W4 CANADA		PST No. - N° de TPB As per standing offer Selon l'offre permanente		Contact - Personne-ressource Bianca Richard		Tel. No. - N° du Tél. 819-934-7499		Fax. No. - N° de télécop. 819-953-7721		Order No. N° de la commande 4500370271	
Vendor # - N° fournisseur 1251303		Contact Name - Nom du contact		Acc. # - N° comp.		Tel. No. - N° du Tél.		Fax. No. - N° de télécop.		Inc./Dec. - Aug./Dim.	
Standing offer No. - N° d'offre permanente E60ZN-110002/123/ZN		Amendment No. - N° de la modification		Previous Value - Valeur précédente		Revised value - Montant révisé		Order date - Date de la commande 10/17/2017		Date required - Demandé pour le 12/01/2017	
Item No. No. Poste	Description Description					U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc. Esc.	Ext. Price Prix calculé	
00010	-Stream 1 - Office Support (1 resource) Financial Codes / Code financier 0420- A4834-56403- - NPP0 The currency of this P.O. is - La devise de ce bon est : CAD					\$	8,263.190	1.00		8,263.19	
Delivery Address - Adresse de livraison DIR. STRATEGIC PLANNING & PERF. MGMT ABORIGINAL AFF & NORTHERN DEV. CAN. 7TH FLOOR 25 EDDY // RM 076 GATINEAU QC K1A 0H4						Invoicing address - Adresse de facturation DIR. STRATEGIC PLANNING & PERF. MGMT ABORIGINAL AFF & NORTHERN DEV. CAN. 7TH FLOOR 25 EDDY // RM 076 GATINEAU QC K1A 0H4					
To the Supplier: Your standing offer referred to above is hereby accepted. You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. You shall only supply the services included in the standing offer against this call-up. Au fournisseur: Votre offre à commandes mentionnée ci-haut est par la présente acceptée. Vous devez fournir les services du personnel précités ci-après, selon les conditions énoncées dans l'offre à commandes. Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes. Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed above. All invoices shall show the standing offer number and financial code. Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-haut. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier. Please verify additional instructions if any. Veuillez consulter les instructions additionnelles s'il y a lieu.						FOB - FAE		Amount - Montant / CAD 8,263.19			
						Terms of payment - Modalités de paiement Direct Deposit Net 30 Days - Pmtmtd 'B'		T. taxes - T. taxes / CAD 413.16			
								T. Amount - Montant T. / CAD 8,676.35			
Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.						Signature (Mandatory-Obligatoire) <i>As per SAP</i> Richard		Date OCT 17, 2017			
						Approved for the Minister Approuvé pour le Ministre					

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Canada

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CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP
COMMANDE SUBSÉQUENTE À UNE OFFRE À COMMANDES POUR DE L'AIDE TEMPORAIRE

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Page: 2

s.20(1)(b)
s.20(1)(c)

Stream 1 - Office Support - Senior Records Management Clerk

Temporary Services Start and end Date;

October 19, 2017 to January 12, 2017 (13 weeks)



Resource: **Christian Saumure**

Invoices to be submitted to;

Martynne.boland@insad-sani.gc.ca

Order No.
N° de la commande
4500370271

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Public Works and Government
Services Canada

Travaux publics et Services
gouvernementaux Canada

PURCHASING OFFICE - BUREAU DES ACHATS

Department of Indian Affairs and Northern
Development

10 Wellington Street, Room 195
Gatineau, Quebec
K1A 0H4

CONTRACT - CONTRAT

Canada accepts your bid to provide to Canada the goods, services
or both described in the Contract in accordance with the conditions
and at the prices set out in the Contract.

Le Canada accepte votre soumission de fournir au Canada les
biens, services ou les deux décrits dans le contrat conformément
aux conditions et aux prix prévus au contrat.

Name and Address of Contractor Nom et adresse de l'entrepreneur

Altis Human Resources Inc.
102 Bank St. Suite 302
Ottawa, ON

K1P5N4

ATTN: [REDACTED]
[REDACTED]@AltisProfessional.com
THS SA
EN578-060502/141/ZT

Canada

PWGSC-TPSGC 9400-4 (02/2014)

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File No. - N° de dossier	
1000194956-4500369897	
Date of Contract - Date du contrat	
2017-10-05	
Contract No. - N° du contrat	
4500369897	
Client Reference No. (optional) - N° de référence du client (facultatif)	
1000194956	
Financial Code(s) - Code(s) financier(s)	
0420-A4123-56403-A0000-ND75	
Duty - Droits	Applicable Taxes / Taxes applicables
<input type="checkbox"/> Included Inclus	<input type="checkbox"/> Excluded En sus
<input checked="" type="checkbox"/> Included Inclus	<input type="checkbox"/> Excluded En sus
FOB - FAB	
Quebec	
Destination	
Department of Indian Affairs and Northern Development 10 Wellington St. Gatineau, Quebec K1A 0H4	
Invoices - Original and two copies must be completed and sent to: Factures - L'original et deux copies doivent être remplis et envoyés à :	
Natasha.Lu@aadnc-aandc.gc.ca	
Address Inquiries to: - Adresser toute demande de renseignements à :	
alma.moyeda@canada.ca	
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. N° de télécopieur
819-953-6153	819-953-7721
Total estimated cost - Coût total estimatif	
\$43,017.15	
For the Minister - Pour le Ministre	
	
Oct. 5, 2017	



The Contractor's THS Supply Arrangement (SA) no. EN578-060502/141/ZT and Annexes are hereby incorporated into and form part of this Contract by reference.

Requirement Summary

1. Statement of Work

See Annex "A"

2. Classification of Personnel required; in accordance with THS Supply Arrangement

Below is a list of the classification of personnel required to fulfill this requirement and it is in accordance with THS Supply Arrangement

The following table lists the names of the THS resources; information regarding the THS requirement; and Firm hourly rates and total cost of contract.

s.20(1)(b)

s.20(1)(c)

Resource Reference	Stream number & Classification / Sub Classification	Level of Expertise	Name of Proposed Resource	No. of Hours	Firm Hourly Rate (GST/ HST extra)	Total Evaluated Cost [DxE]
1A	Stream 1 - Office Support - Accounting Clerk	Intermediate	Corinne Brodthagen			\$7,582.05
1B	Stream 1 - Office Support - Accounting Clerk	Intermediate	Michael Maisonneuve			\$7,582.05
1C	Stream 1 - Office Support - Accounting Clerk	Intermediate	Rahma Said Ahmed			\$7,582.05
1D	Stream 1 - Office Support - Accounting Clerk	Intermediate	Parisa Rokhbakhsh			\$7,334.10
1E	Stream 1 - Office Support - Accounting Clerk	Intermediate	You-Shian Lin			\$7,334.10
Total Estimated Cost:						\$ 37,414.35

3. Work Location

10 Wellington St. Gatineau, Quebec K1A 0H4



Aboriginal Affairs and Northern
Development Canada

Affaires autochtones et Développement
du Nord Canada

Amendment Number 1

All correspondence and invoices must show the file and Contract number

Contract Number: 4500370660	File Number: 1632-11/4500370660
QMR Consulting and Professional Staffing 75 Albert Street, Suite 906 Ottawa, ON K1P 5E7	THS - Financial Management Senior
	2018-01-30

The Contractor shall continue to provide the services in accordance with the terms and conditions of the original Contract and all amendments thereto. The Contract is amended as follows:

1) On page one - Total Estimated Cost:

DELETE: \$112,872.40

INSERT: \$238,160.72

2) Under Requirement Summary - 2. Classification of Personnel Required: in accordance with THS Supply Arrangement:

DELETE:

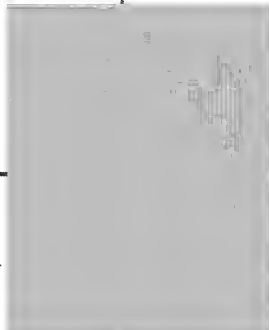
Resource Reference	Stream number & Classification / Sub Classification	Level of Expertise	Name of Proposed Resource	No. of Hours	Firm Hourly Rate (GST/HST extra)	Total Evaluated Cost
1a	Stream 5 - Professional Services, Substream 5A - Financial Management	Senior	Cynthia Beeman			\$107,497.50
Total Estimated Cost:						\$107,497.50
Applicable Taxes GST (5%):						\$5,374.88
TOTAL:						\$112,872.40

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s.20(1)(c)

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Contract 4500370660

INSERT:

Resource Reference	Stream number & Classification / Sub Classification	Level of Expertise	Name of Proposed Resource	No. of Hours	Firm Hourly Rate (GST/ HST extra)	Total Evaluated Cost
1a	Stream 5 - Professional Services, Substream 5A – Financial Management	Senior	Cynthia Beeman From Contract award to February 2, 2018			\$70,948.35
1a	Stream 5 - Professional Services, Substream 5A – Financial Management	Senior	Hugh MacEachern From February 5,2018 to August 31, 2018			\$155,871.38
Total Estimated Cost:						\$226,819.73
Applicable Taxes GST (5%):						\$11,340.99
TOTAL:						\$238,160.72

3) Under Clause 4.1 - Period of Contract:

DELETE: The Work is to be performed during the period from date of Contract Award to March 31, 2018

INSERT: The Work is to be performed during the period from date of Contract Award to August 31, 2018

4) Under Clause 6.2 Limitation of Expenditure:



DELETE: Canada's total liability under the Contract will not exceed \$107,497.50 GST extra.

INSERT: Canada's total liability under the Contract will not exceed \$226,819.73 GST extra.

Total Value of this Amendment **\$125,288.32.**

All other terms and conditions remain the same.

Contract 4500370660

A Original Contract value		\$112,872.40
B Net change by amendment numbers NA		\$0.00
C This amendment number 1		\$125,288.32
D Revised total value of Contract		\$238,160.72
We acknowledge receipt of this Amendment number 1 and agree to the Terms and Conditions set out therein		Signed, sealed and delivered on behalf of Her Majesty
 Contractor Dan Moorcroft, President/ QMR Consulting & Professional Staffing		 Sophie Champagne Team Leader, Procurement
Jan 30, 2018 Date		JAN 3 2018 Date



Articles of Agreement

1. Security Requirement

- 1.1 The Contractor must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian and Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 1.2 The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/ PWGSC.
- 1.3 The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- 1.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/ PWGSC.
- 1.5 The Contractor must comply with the provisions of the:
 1. THS Generic Security Requirements Check List EN578-060502-SA1, EN578-060502-SA2, attached at Annex "C" of the Contractor's Supply Arrangement for Temporary Help Services, incorporated herein by reference.
 2. *Industrial Security Manual* (Latest Edition).

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work.

THS resource(s) must meet the Minimum Mandatory Qualifications detailed in the THS Supply Arrangement for the applicable classification and level of expertise.
Classifications Table of Contents (Version 1)

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2010B (2016-04-04) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from October 16, 2017 to January 8, 2018 inclusive.

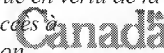


Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

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5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Alma Moyeda
Title: Procurement Officer
Department: Department of Indian Affairs and Northern Development
Directorate: Materiel and Assets Management Directorate
Address: 10 Wellington St. Gatineau, Quebec K1A 0H4
Telephone: (819) 953-6153
Facsimile: (819) 953-7721
E-mail address: alma.moyeda@canada.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is:

Name: Emile Wandji
Title: Director
Department: Department of Indian Affairs and Northern Development
Directorate: Corporate Accounting and Reporting Directorate
Address: 10 Wellington St. Gatineau, Quebec K1A 0H4
Telephone: (819) 934-0564
Facsimile: (819) 953-3915
E-mail address: Emile.Wandji@aadnc-aandc.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

Altis Human Resources Inc.
102 Bank St. Suite 302
Ottawa, ON K1P 5N4

Name: [REDACTED]
Title: [REDACTED]
Telephone: [REDACTED]
Facsimile: [REDACTED]
E-mail address: [REDACTED]@AltisProfessional.com



6. Payment

6.1 Basis of Payment

The Contractor will be paid firm hourly rates as indicated herein, for work performed in accordance with the Contract. Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

6.2 Limitation of Expenditure

1. Canada's total liability under the Contract will not exceed \$ 37,414.35 GST or HST extra.
2. No increase in the total liability of Canada or in the price of Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority for the Contract, prior to their incorporation into the Work.

The Contractor will not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor will notify the Contracting Authority in writing as to the adequacy of this sum when:

- i. it is 75 percent committed, or
- ii. four (4) months prior to the Contract end date, or
- iii. If the Contractor considers the funds provided are inadequate for the completion of the Work, whichever comes first.

The above limitation of expenditure amount is included for the administrative purposes of Canada only and does not represent any commitment on the part of Canada to pay any amounts except as expressly set out in this Contract.

3. In the event that the notification refers to inadequate funds, the Contractor will provide to the Contracting Authority in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

6.3 Goods and Services Tax / Harmonized Sales Tax (GST/HST)

1. All prices and amounts of money in the Call-up/Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
2. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST and HST paid or due.

6.4 Method of Payment

Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work and upon presentation of invoices and any other substantiating documentation as Canada requires.



Payment by Credit Card

Canada will pay invoices on contracts against the Supply Arrangement by:

- ☐ Visa
☐ Mastercard
☒ Direct Deposit

7. Audit

All costs and charges to the Contract may be verified by Canada before or after payment is made to the Contractor under the terms and conditions of the Contract.

The amount claimed under the terms and conditions of the Contract, as computed in accordance with the Basis of Payment, is subject to government audit.

Any payments made pending completion of the audit will be regarded as interim payments only and will be adjusted to the extent necessary to reflect the results of the said audit. If there has been an overpayment, it will be refunded promptly to Canada. Supporting information for each element of cost will be available and will be in sufficient detail that an in-depth audit can be performed.

8. Suitability of Services

All services rendered may be reviewed within a reasonable time from commencement of the Contract on the basis of quality and adherence to Canada's schedule and standards. Resources assigned must be capable of performing the Contract at a level of competence considered acceptable by Canada.

Should resources be found unsuitable and the Contractor is notified within four (4) hours from the commencement of the start of his/her services, Canada will not be liable for payment to the Contractor for that period.

9. Access to Canada's Facilities

1. The Contractor resource may be required to perform the work on-site in Canada offices or off-site at the Contractors facilities, where applicable.
2. Access to the following Canada facilities, equipment, documentation and personnel may be required during the Contract period in order to perform the Work:
 - i. Designated User's premises;
 - ii. Designated User's computer systems (micro computer network);
 - iii. Documentation;
 - iv. Personnel for consultation; and,
 - v. Office space, telephones, desk space, manuals and terminals.
3. Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. The Contractor is responsible for timely identification of the need for access to the referenced facilities, equipment, documentation and personnel.
4. Subject to the approval of Canada, arrangements will be made for the Contractor to access the required facilities, equipment, documentation and personnel at the Canada's convenience.



10. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

11. SACC Manual Clauses

The following table lists the Standard Acquisition Clauses and Conditions (SACC) manual clauses applicable:

Number	Date	Description
A7017C	2008-05-12	Replacement of Specific Individuals
B9028c	2007-05-25	Access to Facilities and Equipment
A9062C	2011-05-16	Canadian Forces Site Regulations
A9068C	2010-01-11	Government Site Regulations
C0711C	2008-05-12	Time Verification
C0705C	2010-01-11	Discretionary Audit

12. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

13. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

1. the Articles of Agreement;
2. 2010B (2016-04-04) Conditions - Professional Services (Medium Complexity);
3. Annex "A" - Statement of Work;
4. Annex "B" - Security Requirements Check List ;
5. the Contractor's THS Supply Arrangement (SA) no. EN578-060502/141/ZT
6. the Contractor's bid dated September 21, 2017



ANNEX "A" STATEMENT OF WORK

TITLE: ACCOUNTING CLERK

SW1 BACKGROUND

To ensure service delivery in line with the service standards, the Accounting Hub of the Corporate Accounting and Reporting Directorate (CARD) within Corporate Accounting And Materiel Management (CMM) needs temporary resources to backfill vacant positions due to employee departure, on assignment and on leave.

SW2 SCOPE OF WORK

Director of CARD requests the assistance of five (5) Intermediate Accounting Clerks to provide support to process accounting transactions, including reviewing client requests, entering transaction data in SAP, and following up on outstanding issues.

SW3 TASKS

Responsibilities will include but are not limited to:

- Review client payment requests based on a 5-point checklist
- Enter payment data into SAP
- Verify status of the payment transaction
- Enter Journal voucher for correcting entries
- Process interdepartmental settlement transactions
- Respond to questions and provide guidance to clients

SW4 LEVEL OF EFFORT

Temp Help services are required, on the basis of five-day per week.

SW5 DEPARTMENTAL SUPPORT

The following departmental support will be offered and completed by the Project Authority:

- Logistics - facilities (room and computer, boardroom) within DIAND,
- Providing all documentation required/requested by the resource such as background documentation.

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ANNEX "B" - SECURITY REQUIREMENTS CHECK LIST (SRCL)

Government of Canada / Gouvernement du Canada		Contract Number / Numéro du contrat EN576-000602-SA1				
Security Classification / Classification de sécurité UNCLASSIFIED						
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)						
1. ORIGINATING GOVERNMENT DEPARTMENT OR ORGANIZATION / Ministère ou organisme gouvernemental d'origine						
2. BRANCH OR DIVISION / DIRECTION GÉNÉRALE OU DIVISION		3. NAME AND ADDRESS OF SUBCONTRACTOR / NOM ET ADRESSE DU SOUS-TRAITANT				
4. BRIEF DESCRIPTION OF WORK / BRIÈVE DESCRIPTION DU TRAVAIL						
5. WILL THE SUPPLIER REQUIRE ACCESS TO CONTROLLED GOODS? / Le fournisseur aura-t-il accès à des marchandises contrôlées?						
6. WILL THE SUPPLIER REQUIRE ACCESS TO UNCLASSIFIED MILITARY TECHNICAL DATA SUBJECT TO THE PROVISIONS OF THE TECHNICAL DATA CONTROL REGULATIONS? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?						
7. WILL THE SUPPLIER AND ITS EMPLOYEES REQUIRE ACCESS TO PROTECTED AND/OR CLASSIFIED INFORMATION OR ASSETS? / Le fournisseur ainsi que ses employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?						
8. WILL THE SUPPLIER AND ITS EMPLOYEES (E.G. CLEANERS, MAINTENANCE PERSONNEL) REQUIRE ACCESS TO RESTRICTED ACCESS AREAS? / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.						
9. IS THE FILE A COMMERCIAL COURIER OR DELIVERY REQUIREMENT WITH NO OVERNIGHT STORAGE? / Est-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?						
10. INCLUDE THE TYPE OF INFORMATION THAT THE SUPPLIER WILL BE REQUIRED TO ACCESS / Indiquer le type d'information auquel le fournisseur devra avoir accès						
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align: center;">Canada <input checked="" type="checkbox"/></td> <td style="width:33%; text-align: center;">NATO / OTAN <input type="checkbox"/></td> <td style="width:33%; text-align: center;">Foreign / Étranger <input type="checkbox"/></td> </tr> </table>				Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>				
11. RELEASE RESTRICTIONS / Restrictions relatives à la diffusion						
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;"> No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to / Limité à : <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays : </td> <td style="width:33%;"> All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to / Limité à : <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays : </td> <td style="width:33%;"> No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to / Limité à : <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays : </td> </tr> </table>				No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to / Limité à : <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays :	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to / Limité à : <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays :	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to / Limité à : <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays :
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12. LEVEL OF INFORMATION / Niveau d'information						
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T25/527 88-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



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Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

EN578-000502-SA1

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A - Screening / PARTIE A - Contrôle

10. a) Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité: ☒ No ☐ Yes
Non Oui

10. b) Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

PART B - Personnel / PARTIE B - Personnel

11. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGHT TRÈS SECRET - SIGHT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel non autorisé/ non contrôlé peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

PART C - Safeguards (Supplier) / PARTIE C - Mesures de protection (Fournisseur)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les opérations de production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Existera-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui

TBS/ECS 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Contract Number / Numéro du contrat
ENS70-080802-SM
Security Classification / Classification de sécurité
UNCLASSIFIED

Part 1 - Instructions / Partie 1 - Instructions

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui complètent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui complètent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement insérées dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO SECRET / SECRET OTAN	NATO CONFIDENTIAL / CONFIDENTIEL OTAN	NATO SECRET / SECRET OTAN	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			SECRET	TOP SECRET / TRÈS SECRET	
											A	B	C			
Information / Access / Informations / Accès																
Documents / Documents																
IT / IT																
IT Use / Utilisation de l'IT																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par le présent LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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Travaux publics et
Services gouvernementaux
Canada

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Canada

Travaux publics et
Services gouvernementaux
Canada

Canada

Government of Canada
Gouvernement du Canada

Document type / Type de document
Form / Formulaire
Version / Version

1. Organization name / Nom de l'organisme		2. Date / Date	
3. Project name / Nom du projet		4. Project number / Numéro du projet	
5. Project description / Description du projet		6. Project status / Statut du projet	
7. Project location / Lieu du projet		8. Project contact / Contact du projet	
9. Project start date / Date de début du projet		10. Project end date / Date de fin du projet	
11. Project budget / Budget du projet		12. Project cost / Coût du projet	
13. Project impact / Impact du projet		14. Project risk / Risque du projet	
15. Project approval / Approbation du projet		16. Project signature / Signature du projet	
17. Project approval date / Date d'approbation du projet		18. Project signature date / Date de signature du projet	
19. Project approval signature / Signature d'approbation du projet		20. Project signature / Signature du projet	
21. Project approval date / Date d'approbation du projet		22. Project signature date / Date de signature du projet	
23. Project approval signature / Signature d'approbation du projet		24. Project signature / Signature du projet	
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31. Project approval signature / Signature d'approbation du projet		32. Project signature / Signature du projet	
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